



STATE HISTORICAL SOCIETY OF NORTH DAKOTA

Historic Preservation Fund

Request for Proposals

Federal Relief Programs in North Dakota

Application Guidelines

2009

Historic Preservation Fund Grants

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Historic Preservation Fund Grants

Each year as part of the Historic Preservation Fund (HPF) grants-in-aid program, grants are made available to researchers through the State Historical Society of North Dakota (SHSND), Historic Preservation Division. The grant-in-aid program is designed to assist the funding of projects in the identification, evaluation, and registration of cultural resources. In North Dakota, projects funded through the HPF program contribute to the interpretation, management, and preservation of archeological, architectural, and historic properties.

The HPF grant program is authorized by the National Historic Preservation Act of 1966, as amended, and is appropriated annually to the States and Territories by Congress through the National Park Service (NPS), United States Department of the Interior. The SHSND administers the grant program and insures grantees comply with the applicable federal and state laws and regulations. The SHSND provides notification of available grants, contracts grant awards, reviews ongoing work, and distributes funds. As a mechanism for obtaining technical excellence and consistency, all grant projects awarded through the HPF program are conducted in accordance with the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.

Qualifications

Grants will be awarded to applicants who hold or whose agents hold credentials meeting the requirements of the Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 1983), www.dnr.mo.gov/shpo/profqualifications.htm#profqual, <http://www.cr.nps.gov/hps/laws/ProfQual83.htm>). The applicants may be local governments, state agencies, nonprofit organizations, educational institutions, individuals or for-profit corporations.

Before grant award approval, the grantee must enter into a formal grant contract with the SHSND. The contract outlines the responsibilities of each party and indicates the time period during which funds will be available to the grantee.

All out of state applicants that are awarded grants must be registered with the North Dakota Secretary of State's office as a foreign (out-of-state) firm doing business in North Dakota before a grant agreement will be finalized. This registration will incur a cost to the applicant. More information can be found at Business Registration & Information section of the Secretary of State's website: www.nd.gov/sos.

Application Process

Individuals, organizations, and firms interested in participating in the HPF grant-in-aid program must complete and submit **two** copies of the application.

The application must include:

1. Completed Application form (Attachment 2)
2. Narrative
3. Time Line
4. List of Products
5. Itemized Budget
6. Vitae of Project Personnel
 - a. Also, if the Principle Investigator has not been awarded a grant from the SHSND in the last 10 years, samples of work on a similar project.
7. Signed Certifications (Attachment 8)
8. Signed Assurances (Attachment 9)

Proposals missing any of the above information
or received in the SHSND office after
5:00pm Friday August 7, 2007
will not be considered for the project.

All applications must be typed and submitted on standard sized (8½x11") white paper. The narrative section must be double spaced.

Mail applications to:

Amy Munson
Grants & Contracts Officer
Historic Preservation Division
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505

Proposals will not be opened until after the deadline.

All completed proposals will be evaluated by qualified SHSND personnel and follow the published evaluation criteria on page 6.

Submission of grant proposal constitutes a declaration that the applicant has read this Request for Proposals (RFP) and is familiar with the procedures, policies and requirements of the grants program and that the principal investigator is qualified according to The Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 1983).

The State Historical Society of North Dakota reserves the right to reject any or all proposals.

Application Form

All applicants must complete and sign the application form (Attachment 2). The application form must be attached to the front of the proposal.

Narrative

Applicants shall submit a narrative description of the project in the form of a proposal which includes, at minimum, the following elements:

1. Description of how the project will be accomplished (i.e., research design)
2. List of all products to be produced
3. Detailed schedule/time line indicating dates for product submittal
4. Vitae for all professional project personnel and their main project related responsibilities
5. If a context is to be produced, a conceptual outline of the context must be included with the proposal
6. Survey proposals must include:
 - a. Type of survey to be done (i.e., architectural, historical, archeological, or combination)
 - b. Level of survey to be completed (i.e., intensive or reconnaissance)
7. Archeological projects must include information on compatibility of project with the State's archeological comprehensive plan.
8. Principle Investigators who have not written documents for the SHSND, Historic Preservation Division for work done under a Historic Preservation Grant in the past 10 years must submit references and samples for past work similar to the project in their proposal

Project Budget

The proposal must include an itemized budget. The budget should clearly distinguish between the project costs that will be charged to the HPF grant funds and any that will be supported by the applicant's cash and in-kind contributions. All items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of state and federal cost principles, auditable, and occur during the grant period. The method used to estimate cost for each item must be included.

Unless otherwise negotiated, "firm fixed price" contracts will be written for the project.

In a "firm fixed price" contract, the SHSND will agree to pay the contractor a fixed amount dependent upon approval of the proposal budget. Payments will be tied to the submittal of products with a majority of the funds withheld until approval of the completed project "Firm

fixed price” contracts will not require the submittal of supporting documentation for expenses unless specifically requested; however, contractors must have supporting documentation available.

Budget Line Item Guidelines

Please round off all figures to the nearest dollar and provide adequate supporting rationale to justify budget line items.

Salaries and Wages

For principle project personnel, provide each person’s name, job title, wage rate and number of working hours on the project. For support staff, include the position title, wage rate, number of persons employed in this position, number of working hours on the project.

Fringe Benefits

List type of fringe benefits paid and the rate. If more than one rate is used, list each rate and salary base.

Consultant Fees

Include payments for professional and technical consultants. Provide the name of type of consultant. Include the hourly rate of compensation and the amount of time the consultant will spend on the project. The maximum allowable hourly rate of compensation is \$82.49.

Travel Costs

For each trip, indicate the destination, the number of persons traveling, the total days they will be in travel status and the total per diem and transportation costs for the trip. Principal Investigators who have not had a contract from the SHSND in five or more years must meet with SHSND staff prior to start of the project. Costs for this meeting should be included in the budget.

Allowable travel costs cannot exceed the rates established by the State of North Dakota:

1. The rate for mileage cannot exceed \$0.45 per mile in North Dakota and within 300 miles of the border of North Dakota; \$0.18 a mile beyond 300 miles of the North Dakota border.
2. The rate for meals cannot exceed \$25.00 per day per person in North Dakota; federal rates apply outside of North Dakota and vary for each city.
3. The rate paid for lodging cannot exceed \$55.00 plus tax per night per person; federal fiscal restrictions apply for lodging outside of North Dakota and federal rates will vary for each city.

Materials, Supplies and Equipment

Prior written approval must be obtained before the purchase of equipment using grant funds. If equipment purchased is proposed, a detailed description of the equipment, the intended use and an accurate estimate of the cost must be included in the proposal. The equipment will become the property of the SHSND at project completion.

Indirect Costs

Indirect Costs are not allowed, except in special circumstances.

Indirect costs are chargeable to a project budget only if the applicant has a federally negotiated indirect cost rate. If the applicant proposes to charge indirect costs to HPF grant, the federal rate negotiation agreement approving the indirect cost ratio must be included with the grant application.

Indirect costs are expense items that cannot be separated from normal operating costs; therefore, they cannot be tied directly to the project. Examples of indirect costs are the salaries of administrative officers, utilities, rent, insurance, etc.

Permit Costs

Grantees doing any cultural resource work on State owned property must acquire a permit prior to starting field work (NDCC 55-03-01.1). The permit cost is \$100.00 per project per calendar year and may be included as budget item. Please allow 30 days for processing permit.

Other Costs

Please note that *miscellaneous* and *contingency* are not allowable budget categories. A *fixed fee* category may be included.

Matching Share

In general, matching share represents the portion of the total project costs not paid for with federal funds. The matching funds may come from cash contributions, nonfederal funds, or in-kind contributions. In-kind contributions, such as donated services and supplies, may be included in the match provided they can be documented and relate specifically to the proposed project. Matching funds are appreciated but not required on this project.

Contact the Grants & Contracts Officer for more information or questions on matching share.

Evaluation Criteria

All applicants will be evaluated using standardized evaluation criteria.

Each proposal will be judged by what degree it demonstrates:

1. Applicants understanding of project requirements, completion and quality of similar projects.
2. The Principle Investigator is qualified according to the Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 83)
3. Project personnel have the technical capability, educational background and pertinent work experience needed for the project
4. The applicant is knowledgeable and familiar with pertinent local cultural resources and historic preservation principles and methodology including all National Register Bulletins
5. The applicant's knowledge and familiarity with research sources and techniques are adequate to complete the project
6. The proposed time line will meet the SHSND needs
7. The planning and scheduling techniques assure quality performance
8. Previous work done for the SHSND or similar projects were completed satisfactorily and in a timely manner
9. The quality of work done on similar projects meets the SHSND standards
10. The proposed research design and work plan is feasible to meet the desired objective
11. The budget amounts are reasonable to accomplish the project as proposed
12. The supporting rationale and documentation are adequate to explain and justify budget line items
13. The contract amount is reasonable for the project
14. The proposed products are of research value to the SHSND

All application reviewers will have access to information regarding applicant's performance on previous projects. This information will include any discrepancies between project deadlines and work completion dates, the accuracy of budget projections and the quality of work performed.

Civil Rights

Grant assisted projects must be administered in conformance with the Civil Rights Act of 1964, as amended, which prohibits discrimination against the handicapped. Title VI of the Act states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Application Assistance

If more information is needed about the granting process or individual project descriptions, please send written questions to the following address or email:

Amy Munson
Grants & Contracts Officer

State Historical Society of North Dakota
Historic Preservation Division
612 East Boulevard Avenue
Bismarck, ND 58505

Phone: 701-328-3573

Fax: 701-328-3710

email: amunson@nd.gov

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibits unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he/she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write: Office of Equal Opportunity Program, National Parks Service, 1849 C Street NW, Washington D.C. 20240.

Federal Relief Construction in North Dakota National Register Multiple Property Documentation Form

The State Historic Preservation Office of North Dakota (SHPO) is seeking a qualified consultant to complete a National Register of Historic Places Multiple Property Documentation Form (MPDF) that will examine the significance of Federal Relief Construction and associated buildings and structures throughout North Dakota. It will identify the roles of the Relief Construction in the development of the state, and provide guidelines on how to evaluate the National Register eligibility of these resources. Project will include an intensive level survey of approximately 20 Civilian Conservation Corps structures located in state parks or state historic sites.

The consultant must have expertise in the field of architectural survey and documentation and meet the professional qualification standards as established by the Secretary of the Interior for history and architectural history. Previous work in Federal Relief-related research and nominations is a plus. The chosen consultant will need to possess a North Dakota cultural resources permit. This project is being funded by Historic Preservation Fund grant money. Work on this project will begin September 15, 2009 and be completed no later than August 15, 2010. The estimated budget for this project is \$40,000.

PURPOSE

The purpose of this professional service contract is to gather historical, architectural and other descriptive information regarding federal relief programs in ND. The major work elements under this RFP are (1) Development and preparation of a historic context in the format of a Multiple Property Documentation Form (MPDF) that links the federal relief programs and resource types, period of significance, geographical distribution and whose ultimate purpose is to guide present and future survey and nomination work. (2) The preparation of one National Register Nomination to accompany the Multiple Property Documentation Form. The final report of findings will be in the form of the completed MPDF. (3) Intensive level survey of approximately 20 CCC structures located in state parks or state historic sites. The list of survey sites will be developed by selected contractor with consultation from the State Historic Preservation Office (SHPO).

PROJECT BACKGROUND

Through the development of a MPDF this project will establish a framework which will be used to nominate additional Federal Relief structures to the National Register of Historic Places. The following Federal Relief structures have been listed on the National Register (either individually listed or listed as a contributing resource in a district):

Grand Forks Fairgrounds
Lisbon Bridge

The following state parks have been surveyed:

Lake Metigoshe
Fr. Abraham Lincoln
Turtle River
Ft. Ransom

PROJECT OBJECTIVES

The North Dakota Statewide Federal Relief MPDF is intended to be a study of resources, with a limited intensive level survey and one National Register Nomination. The Contractor will complete the National Register Multiple Property Documentation Form (NPS 10-900-b, June 1991), according to the instructions provided in Guidelines for Completing National Register of Historic Places Forms: Part B: How to Complete the National Register Multiple Property Documentation Form (revised 1999).

Compile the general history behind the development, construction, and evolution of federal relief programs in North Dakota for completing Section E (Statement of Historic Contexts). This discussion will provide the historical and architectural background and context for the federal relief programs in North Dakota from the onset of the Great Depression in the late 1920s to the relief programs of the Hoover and Roosevelt administrations in the 1930s. Research should begin with National Register listed districts, individual nominations, district survey inventories, survey reports, and local contexts, deposited in the inventory collections of the historic preservation section of the State Historical Society of North Dakota, located in Bismarck, ND as well as other appropriate regional, state and local repositories. Repositories should include but are not limited to the State Archive Research Library (Bismarck, ND), North Dakota Institute for Regional Studies (Fargo, ND) and the State Historic Preservation Office (Bismarck, ND)

Provide in MPS Form Section F (Associated Property Types) the necessary requirements or qualities of historic and architectural association and integrity that make a federal relief structure eligible for the National Register of Historic Places and the guidelines for documenting and evaluating the integrity of altered, modernized, and/or updated structures of the federal relief programs.

NATIONAL REGISTER NOMINATION

The Multiple Property Documentation Form will be accompanied by at least one (1) National Register nomination, which is to be selected by the consultant, in consultation with the SHPO, for nomination.

The Contractor will complete the National Register of Historic Places Registration Form (NPS Form 10-900, Oct. 1990), according to the instructions provided in Guidelines for

Completing National Register of Historic Places Forms: Part A: How to Complete the National Register Registration Form (Revised 1997 and originally referred to as National Register Bulletin 16 A).

PRODUCTS

Drafts

A minimum of one draft version must be prepared for SHPO review. A draft incorporating SHPO staff recommendations must be prepared for the State Review Board (SRB). A nomination will not be scheduled for SRB review until it is considered complete by SHPO staff.

A final version must be prepared after SRB approval; this version will be sent to the National Park Service for approval. IF changes are requested by the Keeper, another final version, with incorporated changes, must be prepared. Final nominations, following SRB consideration, must be submitted on archival paper.

Fieldwork will be required for the intensive level survey of 20 CCC structures. Many of the resources have been previously identified, but most have not been evaluated. Establishing appropriate criteria for evaluating integrity within this resource will be an important component of the research. All survey work must conform to the standards of the NDCRS Site Form Training Manual.

Electronic Copies

A copy of each document (the MPS, and each nomination) will be submitted on computer disk or CD in MS Word or Word Perfect. Draft submissions will be accepted through e-mail.

Photos

Black and white-processed archival photos must be submitted with the nomination. Photographs should be 4x6 or 8x10, National Register-quality, and labeled according to National Register requirements. Two (2) sets of photos must be submitted.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval.

If digital photos are pre-approved, two copies of the appropriately-formatted disc (see photo policy update, NPS, March 2005) must be submitted with the final draft.

Photos deemed unacceptable because of quality, improper processing, or other technical reasons must be replaced by the contractor at no cost to the SHPO.

Photos are due with the SRB draft of the nomination (March 13, 2010).

TIME LINE

- 1st draft must be submitted by February 1, 2010.
 - Drafts may be submitted and reviewed prior to this date. Early drafts are encouraged.
- SRB draft must be submitted by March 13, 2010.
- SRB presentation will take place on April 30, 2010.
- Corrections or requested changes must be submitted by May 30, 2010.

Alternate time line will be considered for presentation at the August 27, 2010 State Review Board meeting.

SUPPLEMENTARY INFORMATION

USGS Topographic maps showing the location of each nominated property are required. The scale required is 1:24,000, and the maps must be labeled according to National Register requirements with double-checked UTM coordinates. Maps are also due with the SRB draft.

If additional supplementary information is to be included in the nomination (e.g. architectural drawings, copied primary source documents), it must be submitted with the SRB draft. Supplementary information should be 8x10, if possible.

PRESENTATION

Presentation of the nominations to the State Review Board can be scheduled for April 2010 or August 2010. The contractor must attend and present a “highlights” overview of the nominations. Slides, of standard or digital nature, are required. A projector for either is available, but a contractor must bring or make prior arrangements for a laptop computer if required. A slide of the federal grant disclaimer/acknowledgment is required to be within the presentation.

CHANGES

Revision Deadlines: Consultant is responsible for making all necessary revisions to the nomination until the nomination has been accepted by the Keeper of the National Register, even if these revisions are received by the consultant after the end date of the contract. Any revisions required by the SHPO, the North Dakota State Historic Preservation Review Board or by the Keeper must be made within 30 days of Consultant notification.

APPLICATION CHECKLIST

Each application package (you must submit 2 complete packages) submitted must consist of the following pieces arranged in the following order:

- ☐ Application Form, completed and signed (Attachment 2)
- ☐ Narrative
- ☐ Time Line, including beginning and ending dates, with checkpoints in between
- ☐ Budget, detailed line item budget with justification
- ☐ Vitae of Project Personnel
- ☐ Sample of work on similar project (if required)
- ☐ Assurances for Non-Construction Programs (Attachment 8), completed and signed
- ☐ Certifications Regarding Debarment, Suspension ...(Attachment 9) , completed and signed

**Two complete copies of the application packet
must be submitted**

One copy must have original signatures

Do not individually sleeve pages

Copies must be collated

**APPLICATIONS MUST BE RECEIVED
BY THE STATE HISTORICAL SOCIETY
BY 5 PM**

Friday August 7, 2007

HISTORIC PRESERVATION FUND GRANT APPLICATION FORM

Applicant/Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Principle Investigator: _____ Phone: _____

Project Title: _____

Project Period: (m/d/y): Beginning date: _____ Completion date: _____

FEDERAL FUNDS: \$ _____

MATCHING SHARE: \$ _____

TOTAL PROJECT COST \$ _____

I certify that I have read the Society's Historic Development Guidelines and do understand the terms and conditions relating to the use of HPF grant funds. I understand that I may not proceed with any project work for which reimbursement is expected until I sign a contract with the State Historical Society of North Dakota and receive written notification from the State Historical Society of North Dakota to begin. I also certify that I, or the organization I represent, have sufficient resources to satisfy the proposed matching share.

Applicant Signature_____
Date

Return Applications to: Amy Munson
Grants & Contracts Officer
Historic Preservation
State Historical Society of North Dakota
North Dakota Heritage Center
612 East Boulevard Avenue
Bismarck, ND 58505

Requirements for National Register Projects

NOMINATION REQUIREMENTS

CONTENTS

All nominations must be written in accordance with the guidelines presented in the appropriate National Register Bulletins, primarily "How to Complete the National Register Registration Form" and "How to Apply the National Register Criteria for Evaluation".

Individual projects may require a project report and/or survey in addition to the nomination. If either is required, grantee must follow guidelines for reports and surveys found in the "Requirements for Survey Projects".

Unless otherwise stated in the individual project description, the grantee shall submit two copies of the draft nomination on National Register forms, (including supporting documentation on continuation sheets, topographical maps, and two sets of 8" X 10" black and white photos labeled in accordance with the National Register Bulletin "How to Complete the National Register Registration Form") for review by the Society. These materials must be edited prior to submission for grammar, punctuation, and clarity. The Society will have 30 days to review the draft nomination and submit to the grantee a written critique of the draft, including required modifications. Following receipt of the Society's comments, the grantee will have 30 days to incorporate the comments, make the required modifications to the nomination and submit a minimum of two copies to the Society. The project photographic negatives must also be submitted at this time.

BOARD PRESENTATION

The nominations will be scheduled for presentation at the appropriate State Review Board meeting generally held the last Friday of April, August, October and December. The contractors should attend the Historic Preservation Review Board meeting and present the nomination to the Board, using slides to illustrate the components of the nomination.

COMPUTER DISK

In addition to the nomination submitted on required forms, the approved nomination must also be submitted on a CD-ROM in an IBM compatible word processing program that may be opened in Microsoft Word or Word Perfect.

DEADLINES

Contractors are responsible for making all necessary revisions to the nomination until the nomination has been accepted by the Keeper of the National Register. Any revisions required by the Society, by the Historic Preservation Review Board or by the Keeper must be made within 30 days of notification. Recognizing that logistical constraints may impinge upon this schedule, the Society is willing to consider proposals that include alternate submittal dates. In

cases when two or more applicants are competing for the same project and very similar proposals are submitted, Society will give preference to proposals that meet the desired completion deadlines.

TECHNICAL SUPPORT

Grantees involved in completing the nomination should work closely with Society staff to insure acceptability of the nomination by Society. Technical assistance will be provided by Society staff upon request.

ADDITIONAL PHOTOGRAPHY REQUIREMENTS

PHOTO NEGATIVE STORAGE

At the conclusion of the project, the grantee must submit all project photographic negatives to Society. The negatives must be submitted to the Society in clear archivally-stable negative preservers organized sequentially by film roll number. They must be identified by roll and frame number, property name, and SITS number. All contractors are required to use the Photograph and Slide Identification Form included as Attachment E. These negatives become the property of the State Historical Society of North Dakota.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval. All slides, photos, and negatives become the property of the Society.

Requirements for Survey Projects

Cultural resources survey projects will identify and record architectural, historic archeological and/or prehistoric archeological properties at either a reconnaissance or an intensive level of documentation, depending upon project-specific recording requirements. In certain instances a project may include both a reconnaissance and an intensive survey phase. **Regardless of the level of documentation, all survey projects must record properties in accordance with the instructions provided in the Society's NDCRS Manuals (2009 Edition).** A copy of the manual and survey forms is available upon request from the Society or <http://history.nd.gov/hp/hpforms.html>

PRELIMINARY RESEARCH & FILE SEARCH

Prior to field work, the contractor must perform a literature search for information related to the project and a NDCRS file search to identify sites in the proposed survey area that have been previously recorded. All site forms (which have been previously completed for property in the proposed survey area) must be examined for accuracy and updated during the survey. Evidence that these activities were completed prior to the survey must be included in the project final report.

SITE FORM DATA REQUIRED

RECONNAISSANCE LEVEL SURVEY

For reconnaissance level architectural/historic structures survey projects, grantees are required to record properties at least at the minimum level of documentation.

The minimum level of documentation includes:

1. Completion of pages 1,2, and 3 of the NDCRS architectural site form and a sketch map of the site or lot.
2. 3" X 5" sharp, black and white or color photographs taken from opposing corner views of each feature of the property. The photographs must be mounted on 8½" X 11" paper, labeled, and attached to the site form. Polaroid-type photos will not be accepted. Some digital photos may be acceptable; see additional requirements.
3. A copy of a USGS 7.5' quad map (or map section) attached to the appropriate site form with the site clearly marked on the map. Enlarged or reduced copies of the map or map section will not be accepted. Correctly sized maps are available online at www.topozone.com.

Site form originals must be submitted. Copies are not acceptable. All sheets for each site form must be stapled together before submission and submitted in center-tabbed manila file folders.

Detailed instructions can be found in the NDCRS Manuals: (2009 edition) or <http://history.nd.gov/hp/hpforms.html> .

INTENSIVE LEVEL SURVEYS

Over and above the requirements of the reconnaissance level surveys, intensive level surveys require additional research, documentation, and photography. The additional requirements for intensive level surveys are specified in the individual project descriptions.

URBAN SURVEYS

If the project involves an urban architectural/historic structures survey, the following procedure must be used in the submission and processing of site forms:

1. Completed site forms will be submitted to the Society on a periodic basis according to a negotiated submission schedule
2. Review of submitted site forms will be completed by the Society staff. (Contractors must submit revisions for all forms judged by Society staff to be either insufficient or inaccurate).
3. Upon assurance of the accuracy of the site forms, a block of SITS numbers will be assigned to the project by Society staff
4. The contractors will group the site forms in the categories listed below using the current city addresses and will assign the SITS numbers to sites in the following order:
 - a. Numbered Avenues (numerically by avenue number, alphabetically by direction, and numerically by street address).
 - b. Numbered Streets (numerically by street number, alphabetically by direction, and numerically by street address).
 - c. Named Avenues (alphabetically by avenue name, alphabetically by direction, and numerically by street address).
 - d. Named Streets (alphabetically by street name, alphabetically by direction, and numerically by street address).
 - e. Miscellaneous, i.e., Circle, Drive, Road, etc. (alphabetically by name and then direction and finally by street addresses).
5. Contractors will organize site forms that can not be categorized by the above method alphabetically by plat name and numerically by block and lot numbers.
6. Contractors will submit site forms in center-tabbed, letter-sized manilla file folders labeled with the SITS number. (The labels will be supplied by Society upon request.)
7. Contractors must indicate in the final report how addresses for the properties were determined. US Postal Service addresses should be used whenever possible.

OTHER SURVEYS

Site forms completed for all other projects will be submitted in accordance with the instructions presented in the Society's NDCRS Manuals: (2009 Edition).

UPDATED SITE FORMS

If site forms exist for any site being surveyed, contractors must update the existing site form ensuring its accuracy. This requirement applies to all levels of surveys.

SITE FORM SUBMITTAL REQUIREMENTS

All completed site forms must be of sufficient technical quality to permit an expeditious review and assignments of SITS numbers. The Society will provide technical assistance in the preparation of site forms on request. Failure on the part of the CLG to complete acceptable quality site forms may be grounds for project suspension or termination.

PROJECT REPORT REQUIREMENTS

CONTENTS

A report will be produced for each survey project.

Drafts must be edited prior to submission for content, grammar, punctuation, and clarity.

Because the Survey Report becomes part of the State Historical Society's permanent manuscript collection, it must be a high quality document: letter-quality printing, sharply focused photographs, permanently copies on archivally stable paper, and bound.

An architectural survey report will include, at a minimum, the following elements:

1. Completed Manuscript Data Form.

TEXT

2. Title page which includes author(s), title (beginning with keywords, not "A Cultural Resource Survey of . . ."), date, and the required grant acknowledgment/disclaimer statement;
3. Abstract
4. Introduction
5. Research design description and survey methodology
6. Project results including the
 - a. Total number of acres surveyed
 - b. Total number of properties surveyed
 - c. Total number of features surveyed
 - d. number of eligible properties
 - e. there is/are a potential district(s)
 - (1) Total number of contributing and noncontributing properties
 - f. An historical overview of the development of survey area
 - g. Discussion of trends and/or developments impacting the area
7. Preservation recommendations, including
 - a. Justification for potential district boundaries
 - b. Significance of potential districts
 - c. for further evaluation
 - d. Concise summary

LISTS

8. Master list of SITS numbers, corresponding rural legal description or urban addresses, and the contractor's assessment of eligibility for National Register listing (individual, contributing, noncontributing, ineligible)

9. List of National Register eligible properties and historic districts using National Register Criteria. List by addresses with SITS numbers for cross-referencing
10. Sites in survey project boundaries not surveyed because they were less than 50 years old and/or possessed low or no integrity
11. Properties previously listed in the National Register and previously surveyed sites

MAPS

12. Urban or small rural areas: USGS 7.5' topographic map marked with survey project boundaries, any previous survey boundaries, and areas of further investigation and no further investigation
13. City plat, county highway, or similar map including all plotted sites indicated by SITS number, survey area boundaries, potential districts and a legend. Sites visited, but not surveyed must be marked with the reason for not surveying them color coding (or similar coding) must indicate a property's assessment of eligibility. Map may be oversized, folded, and stored in a pocket within the report
14. Bibliography of cited references
15. Appendices as necessary
16. Copy of completed Photograph & Slide Identification Sheets

Reports must be written in accordance with an accepted style, preferable Kate L. Turabian's A Manual for Writers. If another style is used it must be indicated in the report.

CONTEXTS

If an historic context is required, it must be written in accordance with the guidelines presented in the appropriate National Register Bulletins.

SUBMISSION REQUIREMENTS FOR SURVEY REPORTS

Two copies of the completed report in draft form for review by the Society. This draft must be edited prior to submission for grammar, punctuation, and clarity. The Society will have 30 calendar days to review the draft report and submit to the grantee a written critique, including a list of required modifications. Following receipt of the Society's comments, the grantee will have 30 calendar days to incorporate the comments and submit the original and nine copies (unless otherwise directed in the individual project description) of the final report. After all required material is submitted, Society has 30 calendar days to review all material and issue final project approval.

COMPUTER DISK

In addition to the bound copies, the approved report must also be submitted on a CD-ROM in an IBM compatible word processing program that may be opened in Microsoft Word or Word Perfect.

ADDITIONAL PHOTOGRAPHY REQUIREMENTS

PHOTO NEGATIVE STORAGE

At the conclusion of the project, the grantee must submit all project photographic negatives to Society. The negatives must be submitted to the Society in clear archivally stable negative preservers organized sequentially by film roll number. These sheets should hold 7 strips of 5 frame negatives and be punched for a 3-ring binder. (Similar to Print File Archival preservers. Style No. 35-78.) They must be identified by roll and frame number, property name, and SITS number. All contractors are required to use the Photograph and Slide Identification Form. These negatives become the property of the State Historical Society of North Dakota.

Digital images are being accepted by the NPS as of March 2005, but strict guidelines must be followed and the technology must be pre-approved. IF the contractor wishes to use digital images, the specifications for such prints should be submitted with the proposal for pre-approval.

ASSURANCES--NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176© of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters -
Primary Covered Transactions

CHECK ____ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
-

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions

CHECK ____ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
-

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ____ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such probation;
- (a) Establishing an ongoing drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drugfree workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (2) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (g) (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f),

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ____ if there are workplaces on file that are not identified here.

PART D Certification Regarding Drug-Free Workplace Requirements

CHECK ____ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK ____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK ____ IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE